

2023 RULES OF PROCEEDINGS OF THE SUFFOLK COUNTY PLANNING COMMISSION

Pursuant to Section A14-2A of the Suffolk County Administrative Code

RULES GOVERNING THE MEETINGS

1. **Rules of Order** All meetings shall be conducted in accordance with applicable New York State and County laws, the Suffolk County Administrative Code, New York State Open Meetings Law, this document and Roberts' Rules of Order, latest edition in that order.
2. **Schedule of Meetings** The Commission shall schedule twelve (12) regular meetings annually.
3. **Regular Meetings** Regular meetings shall be held the first Wednesday of the month. The date or place of the meeting may be set or changed by a majority vote of the Commission. In accordance with Suffolk County Local Law No. 26-2021, the Suffolk County Planning Commission, as an Advisory Body, may hold its meetings electronically via Zoom. All regular meetings of the Planning Commission shall be open to the public to listen to or log into the video conference pursuant to New York State Open Meetings Law; however, they are not public hearings as that term is defined by State and County law.
4. **Special Meetings** Special meetings may be called as necessary by the Chair or on the written request to the Chair of three (3) Commission members. Such call or request shall state the purpose of the meeting and the members shall be advised by the Chair of the purpose. Date, time and place shall be set by the Chair after it is determined by affirmative response of the members that a quorum will be present.
5. **Organizational Meeting** The members of the Commission shall meet to organize at the regular meeting in February of each year, which shall be held not later than February 15 in accordance with §A14-1 of the Suffolk County Administrative Code. At this time the Commission shall adopt Rules of Proceedings in accordance with §A14-2 of the Suffolk County Administrative Code, establish the calendar of regular meetings for the year, and transact such other business as many properly come before the Commission. At this meeting, the Commission shall elect for a one year term a Chair, and other such officers as it may deem proper, which may include a Vice Chair and Second Vice Chair.
6. **Public Hearings** Shall be held by the Commission when required under §A14-8, §A14-19 and §A14-21 of the Suffolk County Administrative Code. Notice of the hearings shall be provided in accordance with the requirements of the Suffolk County Administrative Code and the New York General Municipal Law.
7. **Quorum** A majority of the full membership of the Planning Commission shall constitute a quorum thereof.

8. **Absence of a Quorum** In the absence of a quorum the meeting shall be canceled or rescheduled.
9. **Decisions** The Commission may only take action on a referral with the vote of a majority of the full membership of the Commission. If a Commission member chooses to abstain on a recorded vote, the Chair shall allow the abstaining Commission member to give the reason for his or her abstention if he or she wishes to do so.
10. **Seating at the Meetings When meeting in person:** If a meeting is not occurring via Zoom, only members of the Planning Commission, the Director of Planning or designee, the Deputy Director and the Assistant County Attorney or designee assigned to the Commission shall be seated at the Commissioner's table at a meeting of the Commission. Members of the public and other staff members are not to seat themselves at the Commissioner's table, but shall find seating elsewhere in the room to ensure that there is no confusion as to who are Commissioners and to ensure that there shall be a smooth flow of Commission business.
11. **Guests at Meetings** The Chair shall request names of guests speaking at a meeting.
12. **Commission Invited Speakers** Pursuant to the Suffolk County Charter, the Planning Commission may invite any Officials of Government to participate in its deliberations or otherwise assist it in discharging its functions. The Planning Commission may also invite any government employee or professionals in planning related fields to participate in the meeting.
13. **Public Participation in Meetings of the Planning Commission** Pursuant to the Suffolk County Charter, §C24-11, members of the public shall be permitted to address the Commission. Any request to address the Planning Commission on any matter including subdivision or zoning referrals must be submitted prior to the meeting. Each request shall be submitted either by electronic means deemed acceptable to the Chair or on a card identifying the person and/or organization and topic electronically or other electronic means. Each speaker shall be allotted three (3) minutes.

An individual who has requested the opportunity address the Planning Commission may relinquish his/her time to another speaker. However, no speaker may speak for more than six (6) minutes.

Demonstrative materials may be used as visual aids for presentation purposes but may not be submitted to the Suffolk County Planning Commission unless in accordance with Rule No. 14 below.

14. **Submission of written materials for consideration by the Planning Commission** Only such written information relating to a specific application before the Commission which has been duly referred by the referring agency shall be considered by the Commission during its deliberations.

15. **Referrals** The Commission shall only accept subdivision and zoning referrals submitted by the Referring Agency in accordance with the New York General Municipal Law and the rules and regulations in the *Suffolk County Planning Commission Guidebook*.

Subject to Sections 239-m and 239-n of the New York State General Municipal Law, the Planning Commission may also consider, in its discretion, during its deliberations relevant and material information which has been provided at a Planning Commission meeting by representative(s) of the referring agency who are providing such information at the Planning Commission's request.

16. **Request for Services** No request to the Suffolk County Planning Commission for planning services pursuant to §A14-13 (A) of the Suffolk County Administrative Code shall be undertaken without a majority plus one vote by the Planning Commission at a regular or special meeting.
17. **Unfinished Business** All items of Unfinished Business shall appear on each agenda until resolved.
18. **Nominating Committee** A Nominating Committee of three members of the Planning Commission shall be elected by majority vote from its own members no later than the 15th day of November of each year. The Nominating Committee shall be for the purpose of recommending a slate of officers of the Planning Commission pursuant to §A14-1 of the Suffolk County Administrative Code. The Nominating Committee shall present the slate of candidates via electronic mail no later than the 15th day of January.
19. **Committees and Working Groups** The Commission may create additional committees or working groups as needed in order to accomplish the responsibilities of the Commission. The Chair may appoint members to the committees (except the Nominating Committee) or working groups subject to the approval by a majority vote of the Commission.
20. **Commissioners' Public Comments** Commission members should not speak publicly about any specific project or potential project within the Commission's jurisdiction during the pendency of an application. Only the Chair of the Commission or a member designated by the Chair may speak officially on behalf of the Commission.
21. **Commissioners' Conversations with Private Applicants** To prevent any perceptions of impropriety, Commission members should not engage in any discussions with a private applicant or their representatives about a particular project within the Commission's jurisdiction during the pendency of the referral.
22. **Recusal** If a Commission member intends to recuse himself or herself from the consideration of a matter, he or she should not discuss the merits of the matter with any fellow Commission member. While the Commission is deliberating regarding the matter that is the subject of the recusal, the Commission member should leave the Commission

table and either sit in the audience or leave the room. A recusing member of the Commission shall fill out the recusal forms provided by the Suffolk County Board of Ethics.

23. **Reappointment and Attendance** Pursuant to §C35-5(E) of the Suffolk County Charter, no person shall be reappointed to the Planning Commission unless and until such person shall have attended at least 75% of the regular and/or special meetings held by said Commission. Absences from such meetings caused by death in the immediate family of the members (i.e., spouse, children, parents, brothers, sisters, in-laws and/or grandparents), caused by a verifiable illness or caused by a verifiable accident shall not be counted for the purpose of this calculation of attendance.
24. **Training** Training requirements must be fulfilled each year pursuant to New York State General Municipal Law §239c(2)(d).